



Commissioner Position Description

Overview & Mission

The **Montana Commission on Community Service** is a diverse, non-partisan body representing a broad cross-section of community service interests and statewide leadership in Montana. The Commission's vision for Montana is healthy, vibrant communities where individuals are empowered to strengthen communities through service and volunteerism.

The **Governor's Office of Community Service** (OCS) promotes and expands AmeriCorps service and community volunteer opportunities in Montana. OCS administers federal funding to AmeriCorps State programs, encourages citizens of all ages and backgrounds to engage in service, encourages organizations to involve youths in the life and work of communities, and works to promote and expand volunteer opportunities for all Montanans. Commissioners must be able and willing to contribute their skills and resources in support of the Commission and the Governor's Office of Community Service.

Commissioner Expectations

- exhibit ethical behavior
- contribute their expertise in their field of representation
- play an active role in the development of resources through advice, networking to connect contacts, and engage others, including policy makers and funders.

Essential Functions & Accountabilities

- learn, know, and adhere to the bylaws of the Commission
- Attend quarterly Commission meetings, either in-person in Helena or online; share insights, ideas and suggestions. Contribute expertise during meetings and workgroups, and as requested
- Understand the Office: its mission, goals, programs, and functioning. Read correspondence.
- Be informed about the needs of the community, the state, and diverse constituents and lead efforts to advance service as a strategy to meet the needs and develop AmeriCorps members and community volunteers
- Understand the history of National Service and community volunteerism in Montana
- Serve on Workgroups of the Commission each year, including at least one Grant Review Workgroup in the three-year term
- Participate in OCS events and activities including, ServeMontana Symposium, Gift of Life Ceremony, ServeMontana Awards, MLK Day National Day of Service, others that arise
- Make at least one AmeriCorps program visit each year: such as orientation, close of service events, and service days
- Take responsibility for connecting the work of ServeMontana in your home community
- Engage other organizations which you represent in the work of ServeMontana (business, labor, youth, seniors, civic clubs, public agencies, foundations, interest groups, media)
- Educate public officials on national service and community volunteerism efforts and opportunities

- Maintain regular communications with OCS staff about attendance at national service and volunteer engagements in your community
- Share ServeMontana press releases and social media posts
- Promote and advocate for OCS and its activities among corporations, nonprofits, businesses, and potential philanthropic partners at least 1-2 times per year, as practical and strategic
- Commissioners collectively approve AmeriCorps funding recommendation and track the financial realities of the Office
- Provide counsel, advice, and encouragement to staff

Term and Commitments

Term: 3 years

Time Commitment: 2-4 hours per month, more as engagement opportunities arise

Travel: Quarterly meeting attendance, ServeMontana Symposium, program engagement activities, MLK National Day of Service, out of state as opportunities arise

Responsible to: OCS Director, Commission Chair, Governor, Lieutenant Governor